

New Jersey Department of Agriculture

Request for Proposal – Title Page

Section I:

Title of RFP: Agriculture, Food and Natural Resource (AFNR) Education Program Improvement Grant Fiscal Year: 2007

Division: Agriculture and Natural Resources – Office of Agricultural Education

Section II:

SCHOOL DISTRICT

ADDRESS

CITY

STATE

ZIP

PROJECT DIRECTOR: _____

TELEPHONE #: (_____) _____ FAX #: (_____) _____

E-MAIL: _____

BUSINESS MANAGER: _____ TELEPHONE #: (_____) _____

DURATION OF PROJECT: FROM: October 2, 2006 TO: June 30, 2007

TOTAL AMOUNT OF FUNDS REQUESTED: \$5,000.00

**** GRANT SUBJECT TO THE AVAILABILTY OF STATE FUNDING**

APPLICATION CERTIFICATION: To the best of my knowledge and belief, the information contained in the application is true and correct. I further certify the following are enclosed and complete: * **TITLE PAGE, APPLICATION NARRATIVE, FORMS, BUDGET DETAIL AND SUMMARY, ORIGINAL AND THREE COPIES OF THE COMPLETE APPLICATION PACKAGE**

Signature of Ag, Food and Nat. Res. Teacher

Title

Date

Signature of Chief School Administrator of District

Title

Date

***FAILURE TO INCLUDE REQUIRED APPLICATION COMPONENTS CONSTITUTES A VIOLATION OF THE RFP AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.**

Section III

SEND APPLICATIONS TO:

Office of Agriculture, Food and Natural Resource Education
New Jersey Department of Agriculture
Room 204, P.O. Box 330
Trenton, NJ 08625

MUST BE RECEIVED BY: 4:00 PM, October 2, 2006

NO FACSIMILE SUBMISSION WILL BE ACCEPTED.

NO LATE APPLICATIONS WILL BE ACCEPTED REGARDLESS OF THE DATE POSTMARKED.

NO ADDITIONAL MATERIALS CAN BE SUBMITTED AFTER RECEIPT OF THIS APPLICATION.

NO APPLICATIONS WILL BE ACCEPTED FROM SCHOOLS WITH OUTSTANDING REPORTS.

**Request for Proposal FY07
Agriculture, Food and Natural Resources (AFNR) Education Program
Improvement Grant**

I. Grant Objective

Improve and upgrade equipment/facilities for school-based Agriculture, Food and Natural Resource (AFNR) education programs that prepare people for leadership and careers in the science, business and technology of agriculture.

II. Eligibility

The competitive grant opportunity is available to school districts conducting approved,* three-component, ** AFNR education programs.

**approved* as verified by New Jersey Department of Education's approved program list;

*** The three program components, as outlined in NJ Standards for Quality Food, Agricultural and Environmental Science Education Programs, are:*

- 1) Relevant classroom/laboratory instruction in Agriculture, Food and Natural Resources
- 2) Appropriate Structured Learning Experience/Supervised Agriculture Experience program (SLE/SAE)

a. SAE programs are defined as planned, documented by student record books, practical activities conducted outside of academic class time in which students develop and apply agricultural knowledge and skills learned in the class/laboratory.

- 3) Active FFA chapter evidenced by an FFA chapter in "good standing status" with the state and national organization. FFA is integral to the curriculum and is the local, state and national educational organization of students enrolled in AFNR programs.

III. Requirements for the AFNR Education Program Improvement Grant Application

Application Check list (Please submit in order outlined below)

1. _____ Title page (Use title page provided - 5 points)
2. _____ Narrative information (80 points)
3. _____ School Board Resolution
4. _____ Equipment/Supply Form (10 points)
5. _____ Budget Summary (5 points)

IV. Required Narrative Information (80 points total)

- A) Identify the project by name. (*i.e. Greenhouse irrigation system, wireless laptop units, landscape equipment, aquaculture system, etc.*) (5 points)
- B) How will this project be used to help AFNR Education meet state Core Curriculum Content Standards and improve classroom instruction? (250 words maximum; 10 points)
- C) How will this project help AFNR Education meet industry standards? (250 words maximum; 10 points)
- D) How will the project support the approved, three-component program of AFNR education program? (250 words maximum; 10 points)
- E) Applicants must include statistics for 1a. 1b. 1c below: (25 points)
 1. Current local AFNR education statistics:
 - a. Instruction:
 1. Total enrollment
 2. Names of all AFNR courses taught at this school/campus
 3. Numbers of students enrolled in each course
 - b. SAE:
 1. Students' names
 2. Career goals

3. SAE projects (ie. Greenhouse management; research, landscaping, aquaculture, etc.)
4. Targeted proficiency award area for each student

c. FFA:

1. Number of members
2. Number of members scheduled to attend the Leadership Experience and Development Conference
3. Number of state degree recipients for 2006
4. Number of state degree recipients projected for 2007
5. Number of state officer candidates projected for 2007 (include names)

F) Please provide the following information regarding your local advisory committee:
(20 points)

1. List of Advisory Committee Members including
 - a. Names and Titles of each person
 - b. Business/organization represented
 - c. Officers' names of Advisory Committee
2. Minutes of all Advisory Committee meetings held since **January 1, 2006** with all attendees listed. (Established Advisory Committees should meet at least one time per year; newly established advisory committees should meet at least three times a year.)
3. Schedule of meetings for 2006-2007 school year.
4. Top three advisory committee recommendations for the local program for 2006-2007.

FY07 AFNR BUDGET DETAIL
New Jersey Department of Agriculture

APPLICANT (School District): _____
 (10 points) EXPAND PAGE AS NECESSARY

Quantity	Description of Supplies and Materials	Price Per Unit	Total Requested
Totals	(Supplies are items under \$2000; not to exceed \$1000 of consumable supplies for this grant)		\$

Quantity	Description of Equipment	Price Per Unit	Total Requested
Totals	(Equipment - items exceeding \$2000)		\$

V. Forms Enclosed in this document

- A) Title Page
- B) School Board Resolution to Apply
- C) FY07 Budget Detail Form – Supplies/Equipment
- D) FY07 Budget Detail Form – Budget Summary

VI. Use of funds:

- A) Funds may be used for:
 - 1. Instructional equipment including but not limited to: technology equipment – (i.e. video conferencing equipment, projection units, smart boards, etc.); equipment to upgrade class/lab facilities – (i.e. laminar flow hood, greenhouse environmental controls, landscape equipment, plotters, etc.). Equipment (items more than \$2000) may include installation costs.
 - 2. Supplies (items under \$2000) may include: instructional materials, software, and some computer equipment (i.e. computers, handheld computers, printers etc.). The budget for this grant is limited to a maximum of \$1000 of consumable supplies such as ink cartridges, toner, paper etc.).

VII. Terms

- A) **Proposals must be received no later than 4 pm, October 2, 2006. Original document and 3 copies** must be received at the Office of Agricultural Education, New Jersey Department of Agriculture, Division of Agriculture and Natural Resources, Room 204, P.O. BOX 330, Trenton, NJ 08625.
- B) Fax copies will **not** be accepted.
- C) Selected school districts may receive a maximum of \$5,000 as outlined in the budget. The program is competitive. Grants will be awarded on the basis of funding the proposals that best demonstrate the narrative criteria listed in this RFP. Schools are responsible for using the funds by June 30, 2007 and filing reports by the August 15th deadline.
- D) Equipment – All equipment purchased with this Agricultural Education Program Improvement Grant must be for the AFNR education program, maintained by the

school and used solely by the AFNR Education program students and teachers.

- E) The Office of Agricultural Education reserves the right to reject any application on receipt if there are any outstanding reports from previous grants with this office or if all documents are not included with the RFP application.
- F) Equipment purchased with this grant remains the property of the NJDA. If AFNR program ceases operation, equipment will be retrieved by NJDA and redistributed.
- G) Recipients of this grant must participant in Spring AFNR Education Teacher Professional Development Conference on (TBA), submit at least one state degree, submit at least one proficiency award application, submit a national chapter award application and maintain chapter in good standing status by participating in at least 5 state level events.

VIII. Timeline for use of grant funds: Funds must be allocated and used before June 30, 2007.

IX. Selection and Evaluation

- A) A committee will select grantees based on Section III. *Requirements for the AFNR Program Improvement Grant*. A maximum score of 100 points is possible. Successful grantees must score above 75 points.
- B) Staff from the Office of Agricultural Education may visit schools receiving grants. Prior notification will be given to schools.

X. Technical Assistance

The State Agricultural Education staff will provide administrative support to school districts applying for and receiving grants. Program inquiries should be directed to Nancy Trivette. Fiscal and final report inquires should be directed to Susan Butch. Call 1.877.243.3332.

XI. Final Report - Due August 15, 2007

- A) Please provide a final report detailing:
 - 1. Narrative with measurable outcomes about how the grant affected classroom/lab instruction SAE and FFA.
 - 2. Itemized list of specific supplies purchased and describe intended use by the AFNR program. Include unit costs per item, quantity and total cost per item bought. Show balance of funds spent on supplies.

3. Itemized list with descriptions of equipment and serial numbers, unit cost, quantity purchased, and total cost for equipment. Provide invoices and physical location of all equipment purchased.

BOARD RESOLUTION TO APPLY

The _____ District hereby certifies that permission has been
granted to apply for the competitive grant program entitled:

Agriculture, Food and Natural Resource Education Program Improvement Grant

for the purposes described in the application, in the amount of,

\$ _____
(not to exceed \$5,000)

to be used per budget request for the Agriculture, Food and Natural Resource Education program.
starting on **October 2, 2006**

ending on June 30, 2007

The filing of this application was authorized on

_____, 2006
Date

Superintendent Signature

Date

*If next Board meeting is to be held after **October 2, 2006** please indicate date of meeting on resolution and include with application. Provide official resolution immediately following board meeting.

**NJ DEPARTMENT OF AGRICULTURE
FY07 AGRICULTURE, FOOD AND NATURAL RESOURCE EDUCATION
BUDGET REQUEST SUMMARY
(and Final Report Summary)**

School/District: _____

Program Title: Agriculture, Food and Natural Resource Education Program Grant

BUDGET CATEGORY				FUNDING SOURCES			
				Funding Request Column		Expenditure Column (used for Final Report)	
A.	Total Supplies & Materials						
B.	Total Equipment B						
TOTAL							

Business Administrator Signature: _____

Date: _____

For State Office Use:

Final Report Review/Approval: _____ **Susan R. Butch**

Date: _____